

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVESTIGATOR II -
Offender Grievance

SALARY GROUP: B14

DEPARTMENT: Administrative Review and Risk Management Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Jackie Edwards DATE: 02/15/2012

POSITION #: 019099

I. JOB SUMMARY

Performs routine investigative work. Work involves conducting investigations. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Conducts investigations of offender grievances concerning reported and suspected violations of laws, rules, and regulations; assists in collecting evidence and data; obtains, verifies, and records evidence and documents for use in investigations; and contacts and interviews potential witnesses and complainants.
 - B. Prepares records, correspondence, and reports; and evaluates and summarizes investigative findings.
 - C. Prepares cases for presentation at hearings and in court; and presents testimony and evidence at hearings and court proceedings.
 - D. Trains and supervises clerical staff.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, a Behavioral Science, or a related field preferred. Each year of full-time, wage-earning criminal justice experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- 2. Investigative experience preferred.

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B. Knowledge and Skills

1. Knowledge of investigative techniques, rules of evidence, and laws governing the activities regulated by the agency and court procedure.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill to review technical data and prepare technical reports.
9. Skill in conducting complex investigations by personal interviews and examination of records.
10. Skill to gather facts, evaluate findings, and prepare concise reports.
11. Skill to testify in hearings and court proceedings.
12. Skill to train and supervise employees.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, tape recorder, fax machine, telephone, and automobile.